



PUBLIC INFORMATION MASTERFILE REQUEST FORM

Please mail request form and payment (CHECK or MONEY ORDER) to:
Department of Consumer Affairs, Public Information Unit, C/O Cashiering Unit
P.O. Box 989004, West Sacramento, CA 95798

Mail Quick Shipment Deliveries (e.g., overnight, priority) to:
Department of Consumer Affairs, Public Information Unit, C/O Mailroom
1625 North Market Boulevard, Suite N-117, Sacramento, CA 95834

Phone: (916) 574-8150 Fax: (916) 574-8603 Email: public_sales@dca.ca.gov Web: www.dca.ca.gov/consumer/public_info

DCA USE ONLY	
Date Rec'd	_____
Req #	_____
Job #	_____
Letter of Intent Rec'd	_____
Date	_____
Initials	_____

Requestor Information: (Please always include email and/or fax contact information for Quick Shipment requests)

Name: _____ Email Address: _____

Phone Number: _____ Fax Number: _____

☐ **Email or Fax Confirmation:** (Please check if requesting an email or fax confirming receipt of your request and payment.)

Shipping Information: (Please provide a mailing address for shipment.)

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Check/MO Number: _____ Amount: \$ _____

Quick Shipment: (Paid for by Requestor. Enter vendor name, account # to be billed, and shipping priority method. Include vendor shipping label with request form; otherwise, order will be shipped via standard United States Mail. Not available to P.O. Boxes. **Please provide the Public Information Unit with the tracking number and expected delivery date for incoming packages.**)

Vendor: _____ Account #: _____ Priority Method: _____

The "Masterfile" contains information on current renewable licenses listed under the majority of the Department of Consumer Affairs (DCA) Boards/Bureaus/Committees/Programs (hereafter referred to as "Agencies") throughout California, for resident and non-resident licensees. It is sorted by Agency code, then license type, then license number and includes the licensee's full business or individual name, full address, city code, county code, license type, original issue date, expiration date, process date, and Agency code. Some [class codes](#) (a further distinction within a license type identifying what trade or profession is licensed) are also included for certain Agencies. The Masterfile contains over 2 million records for over 150 professional license types and is produced on the first business day of every month. **Requests received after this day will be processed the first business day of the following month.** For information on monthly subscriptions, please contact the Public Information Unit. **Please refer to [Information and Rates](#) for more information.**

The "Masterfile" is available on two Compact Discs (CD) only, in ASCII text format, and can be imported into database or spreadsheet formats. The cost for the two CD set is **\$235.00**. The turn around time is four to six weeks from the day the Public Information Unit receives the request, **with full payment**. Fees are non-refundable unless there is a defect in the product. **Replacement data is not applicable after five business days following the mailing of the output.** For refunds under \$10.00, the Requestor must submit a written request to the Public Information Unit, due to accounting requirements. Please allow 90 days for all refunds.

The Masterfile includes the following Agencies:

Boards:

Accountancy
Acupuncture
Architects
Barbering and Cosmetology
Behavioral Sciences
Chiropractic
Court Reporters
Dental
Engineers and Land Surveyors
Geologists and Geophysicists
Medical
Occupational Therapy
Optometry
Osteopathic

Pharmacy

Physical Therapy
Podiatry
Psychiatric Technicians
Psychology
Registered Nursing
Respiratory Care
Speech-Language Pathology and Audiology
Structural Pest Control
Veterinary
Vocational Nursing

Bureaus:

Cemetery
Electronic and Appliance Repair

Funeral

Hearing Aid Dispensers
Home Furnishings and Thermal Insulation
Security and Investigative Services

Committees:

Dental Auxiliaries
Landscape Architects
Physician Assistant
Veterinary Technician

Programs:

Midwives
Registered Dispensing Opticians

☐ This box must be checked for license numbers to be included in the data.

Special Instructions: _____

DCA USE ONLY

COST _____ COUNT _____ DATE SENT _____